

EDITED KSA LISTING

CLASS: PRINCIPAL LIBRARIAN

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
Knowledge of:	
K1.	Comprehensive knowledge of theories, objectives, principles, and techniques of librarianship to effectively coordinate the California Department of Corrections (CDC) institutional inmate library system.
K2.	Extensive knowledge of general library and law library reference materials to provide direction/training for institutional inmate library staff.
K3.	General knowledge of established techniques and practices for classifying and cataloging materials (e.g., the Dewey Decimal System, etc.) for library collections.
K4.	Extensive knowledge of reference interviewing techniques to provide direction/training for institutional inmate library staff.
K5.	Advanced knowledge of standard search strategies to provide direction/training for institutional inmate library staff.
K6.	Comprehensive knowledge of different types of professional journals as a resource tool for the principal librarian to provide direction/training for institutional inmate library staff.
K7.	Advanced knowledge of commonly used bibliographic information sources and terminology in the library field as a resource tool for the principal librarian to provide direction/training for institutional inmate library staff.
K8.	General knowledge of computer systems (i.e. search engines, software, etc.) in the law and general library fields to make recommendations for the most appropriate system to provide direction/training for institutional inmate library staff.
K9.	Advanced knowledge of the purposes, trends and organizations of non-CDC law/general libraries to update and keep current CDC library functions.
K10.	Extensive knowledge of the principles and practices of supervision to advise staff for the effective operation of institutional inmate libraries.

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#	Knowledge, Skill, Ability
K11.	General knowledge of a supervisor's responsibility for promoting equal opportunity in hiring, employee development, and for maintaining a work environment that is free of discrimination and harassment for the advancement and training of staff.
K12.	Advanced knowledge of the complex problems of reference information retrieval, research methods, cataloging, and other major library functions in order to provide direction and training to institutional library/CDC staff.
K13.	Advanced knowledge of principles of employee development and training to assist library staff with professional growth activities, advancement and training of staff.
K14.	Extensive knowledge of library budget procedures to advise and direct staff in procurement and funding processes.
K15.	Extensive knowledge of library administration procedures to advise and direct staff in operational procedures.
K16.	Extensive knowledge of the prison law libraries in order to comply with court mandates, laws, rules, and regulations.
K17.	General knowledge of the department's mission, goals, policies, and programs in order to train and direct staff in support of their responsibility to the department.
K18.	Advanced knowledge of methods of best practices for program evaluation to assure compliance with departmental policies and procedures and provide recommendations for program improvements.
K19.	Extensive knowledge of the implications of court decisions (i.e. Gilmore v Lynch, Lewis v Casey, etc.) affecting prison law library operations to maintain statewide legal compliance.
K20.	Comprehensive knowledge of library materials, methods and organization (i.e. book selection, reference, procurement, cataloging, etc.) to train library staff and assure adequate general/law library collections.
K21.	Current knowledge of research methods used in locating complex material and preparing subject bibliographies to provide staff training.

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	Skill to:
S1.	Skill to apply professional knowledge to the practical problems of the Principal Librarian in order to maintain functional departmental library operations.
S2.	Skill to communicate effectively to provide direction, information and to establish and maintain cooperative relationships with management, supervisors, library users, and others to establish a productive work environment.
S3.	Skill to use computer programs, systems, and databases to perform professional library functions, to produce reports, retrieve/organize information, etc.
S4.	Skill to analyze situations accurately and take effective action in order to resolve library/staff concerns/issues.
S5.	Skill to provide leadership and creative strategies to departmental staff for the formulation of needed changes in complex library program methods and procedures to improve library operations.
S6.	Skill to modify standard Library practices and techniques to improve overall library operations.
S7.	Skill to plan the work of professional, technical and clerical library personnel to maintain compliance with court mandates, department goals, and professional library practices.
S8.	Skill to organize the work of professional, technical and clerical library personnel to maintain compliance with court mandates, department goals, and professional library practices.
S9.	Skill to direct the work of professional, technical and clerical library personnel to maintain compliance with court mandates, department goals, and professional library practices.

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S10.	Skill to evaluate the work of professional, technical and clerical library personnel to maintain compliance with court mandates, department goals, and professional library practices.
S11.	Skill to effectively promote equal opportunity in employment and maintain a work environment free of discrimination and harassment to comply with Equal Employment Opportunity requirements.
S12.	Skill to the development and evaluation of CDC regulations affecting institution inmate library operations to maintain compliance with state, federal, and court mandates.
S13.	Skill to make budgetary recommendations for departmental libraries to support operational efficiency and accountability in order to provide required and mandated services.
S14.	Skill to prepare required correspondence, reports, and proposals to support mandated library operations.
S15.	Skill to access departmental library records to meet record retention requirements and to provide historical information upon request.
S16.	Skill to maintain departmental library records to meet record retention requirements and to provide historical information upon request.
S17.	Skill to identify the use of information networks and other reference/referral services to maintain the efficient operation of departmental libraries.
S18.	Skill to select the use of information networks and other reference/referral services to maintain the efficient operation of departmental libraries.
S19.	Skill to recommend the use of information networks and other reference/referral services to maintain the efficient operation of departmental libraries.
S20.	Skill to multi-task assignments and projects for directing the efficient operation of departmental libraries.

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#	Knowledge, Skill, Ability
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Special Personal Characteristics:	
SPC1.	Strong commitment to public service.

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Working Conditions:	
WC1.	Willingness to abide by and adhere to safety policies and provisions applicable to specific work task performed.
WC2.	Willingness to work in State correctional facility.
WC3.	Willingness to participate in departmental legal activities (e.g., serve as an expert witness, material witness, defendant).
WC4.	Willingness to comply with tuberculosis screening requirements.
WC5.	Willingness to treat inmates in a professional, ethical, and tactful manner.
WC6.	Willingness to work with inmates who may be infected with contagious diseases such as Hepatitis C or HIV/AIDS.
WC7.	Willingness to work around peace officers armed with chemical agents and/or weapons.
WC8.	Willingness to abide by and adhere to the institutional dress code.
WC9.	Willingness to accept constructive criticism and respond appropriately.
WC10.	Willingness to respond to changes in the work unit in a positive, professional manner.
WC11.	Willingness to promote positive, collaborative, professional working relations among co-workers or other crewmembers.
WC12.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.

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#	Knowledge, Skill, Ability
Working Conditions:	
WC13.	Willingness to work professionally with individuals from a wide range of cultural backgrounds.
WC14.	Willingness to work in a team environment to complete assigned work tasks.
WC15.	Willingness to work overtime and on-call hours as required.
WC16.	Willingness to work weekend work shifts (that is, Saturday and/or Sunday shifts) in emergency situations on an as-needed basis.
WC17.	Willingness to work holiday work shifts in emergency situations on an as-needed basis.
WC18.	Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple-day trips.
WC19.	Willingness to travel extensively throughout the state for short periods of time (such as, two to three days at a time).